

25 July 1985

MEMORANDUM FOR: Chief, Training Support Division  
Chief, Center for the Study of Intelligence  
Chief, Executive Development Staff  
Chief, Language Training  
Chief, Management and Administrative Training  
Chief, Covert Instruction Division  
Chief, Intelligence Training  
Chief, Information Systems Training Division  
Chief, Career Trainee Division  
Chief, Washington Operations Training Staff

FROM:

[REDACTED]

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Chief, Media Production Branch

SUBJECT: Video Production Needs Assessment

1. I would like to meet with you and members of your staff between 22-26 August 1985 to conduct an assessment of your video production needs for FY 1986. I will be contacting you soon to arrange for our meeting, but in the interim, please consider the following questions related to the assessment:

- a. How do you presently use video in your organization?
- b. What are you currently doing that you would like to present in a video format?
- c. What are the barriers to your use of video now?
- d. What would you consider the most ideal use of video in your organization?
- e. What precisely are your need for video production?

2. Completion date for this assessment is 1 September 1985.

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